**Emergency Closure of Preschool Procedure**

If the decision is taken to close the Preschool due to an emergency, for example a power cut, malicious damage or adverse weather conditions, parents/carers can find out by:

1. Accessing our website **www.villagepreschoolbosham.co.uk** or our **Facebook** page which will be updated daily.
2. Accessing **www.westsussex.gov.uk** from 7.45am every morning
3. Tuning in to **Spirit FM** on 96.6, 102.3 or 106.6
4. A closure notice will be on the Preschool notice board or on the front door
5. Telephoning the Preschool on **07876 711140**. Most staff live locally and will try to be there to answer the phone. If a session is cancelled, parents will be contacted prior to a session starting as far as practicable.
6. The Preschool staff will also try to contact all parents/carers of children who have sessions later that day by telephone or text. (Please make sure we have your up to date contact details). Ofsted will also be informed. Updates will be sent by email/text and via our Website.